

Welcome to Student Account Services' presentation of "International Students' Guide to Glacier". This presentation focuses on students receiving KU scholarships, grants and fellowships.

- A nonresident alien tax compliance software system that resides on a secured server that is accessed via the internet
- It can be accessed 24 hours a day once a record has been created

- Maintains data entered by the foreign national
- Determines tax residency
- Identifies eligibility for tax treaty benefits
- Creates a Tax Summary Report and other necessary documents using the information provided by the foreign national

Glacier records are NOT required for US Citizens, US Permanent Residents, Refugees and those in asylum status as well as non-resident aliens living and working OUTSIDE of the US.

Glacier records ARE required if you are a foreign national in any other status and will receive a tax reportable payment from the University of Kansas. For example, if you are receiving a scholarship, you would need to complete Glacier documents.

The IRS requires the University of Kansas to collect information from a foreign national that is relevant to their tax residency status. This information must be documented and maintained for the following types of payments:

Scholarships, Fellowships & Grants awarded by KU;

Wages from KU employment;

Lectures or performances given at KU.

If you are an international student who has received a scholarship, fellowship or grant or are employed by the University, you will need to complete a Glacier record.

You will receive an email from Student Account Services with "Glacier Paperwork Required" in the subject line. You must read this for detailed instructions on the Glacier process.

You will also receive an email from support@online-tax.net containing access information for Glacier. This email is actually generated by the Glacier system.

The remainder of this presentation will focus mainly on scholarship, fellowship and grant recipients.

If you are earning wages from the University of Kansas, please access the Payroll website for other Glacier information. Student Account Services only deals with scholarships, fellowships and grants.

You will need your passport and visa information, U.S. entry and exit dates for any current & previous visits. The information provided in the emails from Student Account Services and support online tax and your Social Security Number or ITIN (Individual Tax Identification Number).

If you don't have a SSN or ITIN, you must contact Legal Services for Students to set up an appointment to apply for one. Once you have completed the application, you must bring a copy to Student Account Services before we can release your scholarship, fellowship or grant.

After you have completed the online record, print out the Glacier Tax Summary Report and all supporting documents and forms.

It is very important that you sign and date where ever a signature is required.

The Tax Summary Report will provide you with a list of forms and documents that need to accompany the Tax Summary Report when turned in to Student Account Services. Failure to provide a complete packet of information will delay your scholarship, fellowship or grant.

This is what your Glacier Tax Summary Report could look like. The Immigration Status Expiration Date in the first box, should match the "complete studies not later than" date on your I-20.

The form must have a "Scholarship or Fellowship (Non-Service) box in order to be processed. When completing the Glacier record, please make sure to check the boxes marked "Student-only if have scholarship, grant or fellowship" and "Scholarship or Fellowship (non-Service)".

Reminder: If you are not receiving a scholarship, fellowship or grant, and only have a "Compensation/Wages" box, you need to contact the Payroll Office.

Required Forms & Required Document Copies are listed and your signature & the date is required at the bottom of the form.

Once your Glacier file is complete, Student Account Services will determine if any part of your award is taxable. If so, the amount of tax charged will show on your student account as "NRA Scholarship Withholding".

The Financial Aid & Scholarship Office will be notified and they will post your award to your student account based on their disbursement schedule.

If there is a balance due on your student account, your award will apply to that amount first before any refund generates.

KU policy requires that you set up direct deposit for any refunds that will be issued from your student account.

You may set up direct deposit online thru Enroll & Pay.

Things to remember:

- Always read any emails that have “Glacier” or “Student Account Services” in the subject line. These emails contain important information regarding your student account.
- Glacier is required of all international students receiving scholarships, grants & fellowships. Updates will be requested yearly or when your tax status is subject to change.
- Do your Glacier paperwork in a timely manner. Your awards cannot be posted to your student account until Student Account Services has your completed Glacier paperwork.
- Setup direct deposit so you will get your refunds faster.
- If you have any questions, call Student Account Services at 864-3322.